

Middle School Handbook

for

Bernard Zell Anshe Emet Day School

2009–2010

5770

TABLE OF CONTENTS

	Page
MISSION STATEMENT	2
MIDDLE SCHOOL EXPECTATIONS	3
GENERAL MIDDLE SCHOOL INFORMATION	4
ABSENCES	4
ABSENCES, VACATION	4
ACADEMIC INTEGRITY	4
ACADEMIC PROBATION	5
ARRIVAL	5
ASSESSMENT/GRADING/REPORT CARDS	5
CLOSED CAMPUS	5
COMPUTER USE FOR STUDENTS	6
COMMUNICATION	6
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR/DISCIPLINE GUIDELINES	6
DRESS, DAILY	8
DRESS, KIPPOT	9
DRESS, SHABBAT/FIELD TRIPS	9
DROP-OFF/PICK UP DISMISSAL PROCEDURES AND EXPECTATIONS	9
ELEVATOR USE	9
ELECTRONIC DEVICES/CELLULAR RADIO TELECOMMUNICATION DEVICES/IPODS	9
EXTRA HELP/OFFICE HOURS	9
FOOD	10
HOMEWORK	10
HOMEWORK, MAKE-UP POLICY	10
KASHRUT	11
LIBRARY AND AFTER SCHOOL HOURS/USE	11
LOCKERS	11
RECESS	12
SEARCH AND SEIZURE	12
SUBSTANCE ABUSE POLICY	12
TARDINESS	12
TELEPHONE USE	12
WHERE TO GO FOR ANSWERS TO QUESTIONS ABOUT	13
STUDENT COMMITMENT	14

Dear Parents and Students,

On behalf of the Middle School faculty, I would like to welcome you to the 2009-2010 school year.

As always, we will work together as a school community to foster high standards and to offer our students the best possible school environment. We want each one of our students to have a successful experience in the Middle School. It takes the committed effort of everyone to contribute to that success. We will expect our students to give their very best on a day-to-day basis, as learners, and as young individuals.

This Handbook clarifies the Middle School routines and school expectations. Parents and students should read this together so there is a clear understanding of these guidelines.

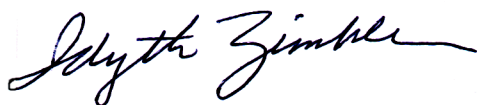
Close communication between home and school supports the best interests of each student. Parents are encouraged to call or to make an appointment with teachers or the child's advisor at any time to discuss any matters that come up. We welcome your inquiries and concerns.

As we begin our year together, we look forward to together exploring our theme for this school year: Kulanu B'Yachad – All of Us Together! As our community begins the year together, we would like to suggest that you consider this advice from Rabbi Elliot Prager:

- *Let others know that you appreciate what they do for you.
- *Compliment others for their achievements and successes.
- *Help others feel good about themselves by making them feel appreciated.
- *Appreciate the many blessings that are all around us.
- *Open up your senses to the awesome world in which we live.

Certainly, our partnership with parents and students is worth recognizing and appreciating. It is in partnership that we do our best work. Thank you parents, for your continued trust and for your diligent work on behalf of your children. Thank you students, for the commitment and energy you will bring to our important work this year.

With anticipation of a successful new school year,



Idyth Zimbler
Head of Middle School
773.572.1219
izimbler@bzaeds.org

BERNARD ZELL ANSHE EMET DAY SCHOOL MISSION STATEMENT

"You Shall Teach Them Diligently"

ושננתם לבניך

Bernard Zell Anshe Emet Day School is an independent Jewish day school committed to academic excellence by providing each student with a comprehensive general and Jewish education.

Our Vision:

To teach the whole child to fully develop his or her intellectual, personal and spiritual potential.

To provide an innovative and challenging general studies curriculum that emphasizes core academic subjects, athletics and the arts.

To cultivate in our students a positive Jewish identity, understanding of Torah and respect for the pluralism of Jewish life.

To educate each student about the principles of American citizenship and to model Jewish values.

To strengthen the connection between our Day School community and Jews in Israel, America and throughout the world.

To maintain a diverse faculty committed to educational leadership and professional development.

To forge a partnership with parents based upon mutual respect.

To create a flexible and dynamic learning community.

To accommodate families of all economic backgrounds.

To inspire each student to become a life-long learner.

Middle School Expectations

Derekh Eretz Kadma La'Torah
Respectful behavior takes precedence over study

Middle school students are at an age and developmental stage in which they are learning to act thoughtfully and appropriately in the community. Day School teachers and staff recognize this is a continuing process from fifth through eighth grade.

Middle school students are expected to serve as positive role models for the younger children in our community. We want to reinforce cherished Jewish and American values. Day School students are expected to be responsible, thoughtful, and kind. We expect that students will treat each other and their teachers with tolerance and respect. These values serve as the foundation of the Day School community.

The way in which we relate to our physical environment is also a reflection of these values. Students are expected to show respect and responsibility for our beautiful facility by maintaining its cleanliness throughout the building in classrooms, public areas, and in the synagogue itself.

The Day School expectations are based on both rights and responsibilities:

Rights	Responsibilities
I have the right to learn.	It is my responsibility to respect my teachers' right to teach.
I have the right to do my schoolwork without unnecessary disturbance from other students.	It is my responsibility to respect my classmates' right to work without being disturbed by me.
I have a right to be treated with dignity by teachers and classmates and to feel safe at school.	It is my responsibility to treat my classmates and teachers with dignity and help others to feel safe at school.
I have a right to express my feelings and thoughts at the appropriate time and place.	It is my responsibility to listen carefully when others have something to say to me.
I have a right to privacy.	It is my responsibility to respect my classmates and teachers' right to their privacy.
I have the right to be free of the fear of personal injury or of being hurt physically by classmates or adults.	It is my responsibility for holding my temper in check and not threatening to physically hurt others or to use physical force against others.
I have the right to be spoken to with respect.	It is my responsibility to use appropriate language.
I have the right to know the consequences of my actions.	It is my responsibility to accept the consequences of my behavior.
It is my right to try new things without fear of ridicule from others in my class.	It is my responsibility not to make fun of others.

General Middle School Information

Absences

Absences should be reported by parents to Kim Houston and the advisor by 8:00am. Students will be held accountable for making up work missed due to an absence. Please see **Homework, Make-up Policy**.

Absences, Vacation

Consistent attendance provides the structure for academic achievement and success. At the heart of the Day School education is the classroom experience. Therefore, consistent, punctual attendance is essential and indicative of the student/family commitment to the school's programs and philosophy.

Because of the ample number of vacation days and Jewish Holidays in the year, we ask parents not to jeopardize the academic well being of their children by requesting additional vacation time. It is difficult for both children and teachers when students miss class for extra vacation days and need to integrate back into learning. We expect families to support academic learning by valuing attendance and adhering to school vacation schedules.

Academic Integrity

Academic integrity is valued at the Day School. We want students to be proud of their work and to produce work of the highest quality and to the best of their ability. Essential to academic integrity is academic honesty.

We expect that each student does his/her own work and does not share his/her answers with others. *Copying someone else's work is dishonest even if the other person agrees to it.*

We also expect that if a student writes an essay or research paper that the work will be his/her own and the sources will be cited. *Plagiarism is dishonest.* Plagiarism is taking someone else's work and claiming it as your own. If a student uses someone's exact words without putting them in quotes and giving credit, he/she has committed plagiarism. If a student has paraphrased someone's work and has not given credit, he/she has committed plagiarism. If a student has included a photograph or illustration in his/her report but did not give credit, he/she has committed plagiarism. The most obvious type of plagiarism involves a student using "copy and paste" to grab articles or parts of articles from the encyclopedia or from cheating websites, and then handing them in as if the student had written them. Students are expected to understand that this is completely unethical and against our school academic honesty expectations.

Cheating on exams in any way is dishonest and impacts a student's academic integrity. We expect that every student when taking exams/quizzes/assessments will use only his/her brainpower to achieve excellent results.

Parents will be contacted in any incident of academic dishonesty. Consequences may include, but are not limited to, receiving a zero for the work assigned. As the Day School community, we want to maintain our academic integrity and high academic standards.

Academic Probation

If a student begins to show serious decline in a particular subject and/or is not meeting the academic expectations of the class, the teacher will notify the student, Middle School Head and parent. After discussion, the student may be placed on academic probation.

It will be determined by the Middle School Head if the student on academic probation will be allowed to participate in athletics, choir, musical productions, dramatic productions, field trips, assemblies and/or other special activities during the time of probation. The student may also be ineligible to hold a class office or be a member of the Student Council while on probation. Probationary status does not, however, affect paid after-school activities.

Arrival (Drop-Off)

School hours for the Middle School are from 7:45am-3:45pm Monday-Thursday, and 7:45am-3:00pm Friday, unless otherwise noted on the school calendar. Students should enter the building only through the parking lot. For security and safety, students may not arrive at the school before 7:30am unless by appointment for office hours. Blum Community Hall is open from 7:30-7:45am for students who need to arrive early. Middle School students will be supervised in Blum until classes begin. If a student is arriving early to meet with a teacher for office hours, he/she must wait in Blum until that teacher arrives.

If a student arrives late to school, he/she must sign-in with Ms. Houston at the reception desk. If a student is leaving early, he/she must sign-out with Ms. Houston as well. These procedures are important to us so that in the event of an emergency, we can account for all of our students. Parents should emphasize the importance of this sign-in/sign-out procedure.

Assessment/Grading/Report Cards

In fifth grade, teachers assess individual classroom assignments, tests, skill development and learning habits but summative letter grades are not posted on report cards. Skill development and learning habits assessments and teachers' observations and comments appear on report cards at this level. In grades six through eight, teachers give summative academic grades. Academic grades (A, A- B+, etc.) are based on a student's performance in a particular subject area. This includes concepts/content learned, skill development and important learning habits of focusing attention and participating in class discussions, learning from mistakes, taking responsibility for assignments, self advocacy, as well as working in peer groups. In addition to the summative grade, teacher observations and comments are included in report cards over the course of the school year.

Grades five through eight are on a semester system. Academic Progress Reports will be sent home before conferences at the beginning of November, March and also the end of April. Report Cards will be sent home at the beginning of January and in June. In addition to progress reports and report cards, there will be parent-teacher conferences in November and parent-teacher-student conferences in March.

Closed Campus

No student is permitted off school grounds during school hours unless accompanied by a staff member or parent. After-school security and safety rules are to be followed by all students participating in after-school programs. *Students who remain for after-school activities may not leave the campus until dismissed by the After-School Program leader to their parent/guardians.*

Should a student leave the building between the time that school is dismissed for the day and the time any after-school activity/practice begins, he/she will no longer be eligible to participate in the after-school program/practice.

Computer Use for Students

Computer use at the Day School is a privilege and may be revoked at any time if a student does not adhere to the Computer Use Agreement signed at the beginning of the school year. This agreement will be handed out in technology classes. Every student is expected to return it to the technology teacher with parent and student signatures. Each teacher will determine how and when computers will be used during their class time. For example, during some classes computers may be used for Internet research on a given topic, while in another class computers may be designated for word processing use only. All students are expected to use only their school email accounts for teacher–student communication.

During after-school library time, library supervisors have the authority to determine appropriate computer usage. If students or parents have a question at any time about whether an activity is acceptable or not, they are encouraged to speak with the supervising teacher. Online instant messaging, conversations in chat rooms, text messaging, games etc., are not permitted.

Communication

Faculty members are the professionals who have the most complete information regarding the daily life of students at the Day School. When a concern arises, parents should approach the child’s teacher first. If, after contacting the subject teacher, an issue requires further attention, the parents should contact the Middle School Head, Idyth Zimblar.

Each faculty member at the Day School has a voicemail box and email address. Each classroom is equipped with a telephone and computer. For obvious reasons, the telephones should not ring during class hours. Parents who wish to contact a teacher should use the teacher’s email address (initial of first name appended to last name@bzaeds.org). Teachers can be reached via phone or email, but more regularly by email. *The school requests that neither parents nor students call teachers at home.* Parents are asked to schedule a visit rather than to drop in unannounced for a conference, information, or to touch base.

Consequences for Inappropriate Behavior/Discipline Guidelines

When a child makes an inappropriate behavior decision that disrupts the common good of the Day School community, one or more of the following actions may taken. The consequences include, but are not limited to:

Conferences. A conference might be held with the student and appropriate school personnel to develop a plan on improving behavior choices. It may be necessary to involve parent in these conferences as well. Parents are important partners in this process as we work to help students make wise and thoughtful behavior decisions.

Restitution. Students may be asked to do something to give back to the community such as repairs, apology notes, cleaning or other activities at the discretion of the teacher or administrator. This request for restitution may be in addition to other consequences and may occur during detention.

Loss of privileges. The privileges lost may include removing the student from the playground, cafeteria, library, study hall or classroom, or after-school activities or sports.

Detention. When a teacher sees a student repeatedly making a poor behavior decision, he/she may give the student a detention or an SCR, a Student Conduct Report. In addition, the teacher will meet with the student to discuss the issue. An email or an SCR will be sent to the student's advisor. Advisors will contact the parents if a pattern of poor behavior choices is noted. With that knowledge, parents have the opportunity to help their child make better choices. The grade-level team of teachers may assign a detention in addition to other consequences listed here.

Close Supervision. A teacher or administrator might ask the student to check in with him/her in the morning and/or the afternoon.

Suspension. In some serious circumstances, a student may be suspended from school. Parents will be notified and a conference with the Head of Middle School, the student, and appropriate school staff will be conducted. A suspended student is excluded from attending classes and/or related activities, and all extra curricular activities during the period of his/her suspension. A suspended student is expected to complete assigned schoolwork. Parents and their children will be required to attend a conference before school on the day the child(ren) return(s) to school to meet with the administration.

Expulsion. After investigation of an illegal incident, the student may be asked by the Head of School to leave the Day School.

When consequences are assigned, consequences take precedence over participating in practices, rehearsals, games, or performances. Students should understand that consequences result from inappropriate behavior choices. Student athletes may also be denied practice or game time for academic or behavioral issues. It is our hope that consequences will help the student learn to make wiser behavior choices.

Parents who would like to discuss a specific situation are asked to first call the teacher involved. If further discussion is needed, concerns may be directed to the Head of Middle School, Idyth Zimbler.

Kol Yisrael Areiveem Zeh Bazei
All members of the Jewish community are responsible one for the other

In the spirit of this wisdom, we have high expectations. We know that we can act in ways that show that we take the responsibility to take care of one another. We are especially concerned and will assign consequences to students when there are behavior choices, which include, but are not limited to:

- Disrespectful behavior to anyone
- Disruption of the education of any student(s)
- Unsafe behavior in safety drills and in hallways, before and after school and during recess
- Disregard for maintaining beautiful, clean facilities
- Disregard for appropriate school dress

- Disregard for Kashrut
- Physical or emotional abuse/intimidation/physical aggression
- Bullying or teasing/harassment (verbal, written or on the Internet, in text messages, pictures)
- Damaging property
- Gambling
- Stealing
- Inappropriate use of technology (see computer use agreement), or cell phones, or iPods
- Academic Dishonesty
- Truancy from school or class
- Use and/or possession and/or sale of tobacco, drugs, alcohol or fireworks
- Use and/or possession of weapons

Demonstrating *kavod*-respect and maintaining *shalom bayit*-a peaceful place to study are expectations for all students in the Middle School.

Dress, Daily

The goal of the Middle School Dress Policy is to insure students' attire is conducive to an atmosphere of kavod and serious academic endeavor, as well as comfort and safety. Students shall wear appropriate clothing that does not interfere with the maintenance of a positive teaching/learning environment or distract from the educational program. All students are expected to follow these minimum standards of dress:

- Clothing should be clean and neat.
- Clothing items that promote alcoholic beverages, drugs, sex, use profanity, or offend racial or religious groups or other inappropriate words or logos are not permitted.
- Pants, jeans and skirts must either have a higher waist or shirt/tops must be longer to avoid exposure of the back, stomach, and/or underwear. Appropriate skirts are long enough so that no underwear shows at any time.
- For safety reasons, shoes must be worn at all times. While participating in any athletic activities at recess and/or after school (such as games, running or jumping), gym shoes must be worn.
- Tank tops that are revealing are not appropriate dress at our school.
- Hats (with the exception of kippot) are not to be worn in the school building. This includes hoods on sweatshirts.
- Pajama-like (flannel or cotton, loose fitting) pants are not permitted.

If you have any questions regarding dress, a good rule of thumb is: If in doubt, do not wear it. Again, respect for self and others is important. Teachers will ask students who are not dressed appropriately to put on a t-shirt or sweats kept in Ms. Custer's office. Parents will be called if a pattern of inappropriate dress develops.

Dress, Kippot

Kippah Policy: Kippot are worn by all boys in Hebrew and Jewish Studies classes, during meals and in the Sanctuary. Girls who wish to wear kippot may do so. The kippot in Malkov Chapel and in the Sanctuary *do not* belong to the Day School. Students are not permitted to use Synagogue kippot. Students are expected to bring and wear their own kippot for health reasons.

Dress, Shabbat/Field Trips

Students are required to wear appropriate attire to Shabbat Community Lunch. Students will be required to call home to have appropriate attire brought to them if the dress is not appropriate.

Unless otherwise notified, students are expected to dress in “Shabbat dress” for field trips and guest presenters.

Drop-off/Dismissal Procedures and Expectations

School personnel will be in the parking lot to direct cars and children during Drop-Off and Dismissal. As we direct you, please know that the best interests of the children’s safety are at the core of decisions that we make. Please do not talk on cell phones while you are picking up your children. It is important that you be ready to respond to directions. A reminder: Grace Street is NOT an acceptable pick-up location. If you wait on Grace Street, you will be asked to relocate. We expect that you will respond to directions immediately for the children’s safety.

Elevator Use

The elevator in school is generally not for student use. In the event of a student’s physical limitation, parents should contact the Head of Middle School, Idyth Zimble, for instructions and must provide a doctor’s note.

Electronic Devices/Cellular Radio Telecommunication Devices/iPods

Such devices—cell phones, pagers, and other hand-held devices that are capable of sending and/or receiving text or electronic messages or images—are to be turned off during school hours (including but not limited to lunch, homeroom, Blum, hallways, library, study halls, computer labs, and bathrooms) and kept secured in a student’s locker. Under no circumstances are students permitted to take and/or transmit digital images at school, on school property, or at school events (field trips, overnights, parties, dances), where students and/or staff have a reasonable expectation of privacy. iPods are only allowed on an individual basis, subject to a teacher’s discretion/approval. Teachers will expect that iPods are kept in lockers unless specific permission is given for individual use.

Electronic devices of any kind may be taken from a student by a staff member who determines that these procedures have been violated, whether by observing the inappropriate use of a device, observing it in plain sight, or by hearing such a device. A student will have the device returned only after a conference with the teacher and/or Head of Middle School. The student may be subject to disciplinary actions, including, but not limited to, being prohibited from possessing any such device while on school property or at a school sponsored event.

Extra Help/Office Hours

Middle School faculty members offer extra help or tutorial sessions, known as office hours, in the morning before school and/or after school, depending upon faculty schedules and obligations. Teachers will communicate their office hours schedule to students at the beginning of the year. Students experiencing academic difficulties are expected to take advantage of these office hours.

In addition, every Tuesday from 3:00-3:30pm, and every Thursday from 8:00-8:30am, all students have the opportunity to get extra help from any of their teachers during Consultancy time.

Food

No food or drink should be brought into the building without prior approval. No food is to be consumed in the building, except in the designated eating areas. At no time is gum chewing permitted in the school building. Possession of gum, candy, or any unauthorized food in the classroom is not allowed. See also **Kashrut**.

Homework

Homework assignments reinforce lessons taught during the school day, as well as foster student independence, study skills and self-discipline. Homework assignments are an important part of student learning.

Students should expect an *average* of 20–30 minutes of homework per academic subject. Of course, we know that homework time is different for each child, depending on the child's learning profile. The amount of homework increases with each grade. If you see your child struggling with homework either because of content or time pressure, please communicate with your child's classroom teacher and advisor.

Teachers will expect that students come to class prepared, with the homework completed. Study hall periods are held periodically for students to begin and/or complete homework during the school day. Students are expected to take advantage of the time provided by working on homework during that time. All students are expected to email teachers if there is a problem in completing the homework.

Every effort will be made to schedule major tests or projects on different days for fifth and sixth grade students. For seventh and eighth grade students, there will be no more than two tests and/or major projects on a given day. No major or long-term assignments will be due the day after a Jewish holiday.

Students in all grades are expected to keep an assignment notebook updated at the end of each class. At the end of the school day, middle school students have the responsibility to check the homework board and make sure that their assignment notebook is up to date. Advisors make every effort to facilitate this process by being available for questions and support at the end of the day.

If you have a concern about homework, please do not hesitate to contact the teacher and advisor directly.

Homework, Make-up Policy

Fifth and Sixth Grade. In grades 5 and 6, when a student is absent, teachers will prepare a list of homework assignments to be completed *if requested*. Work may be sent home with a sibling or classmate per the parent's instructions. The request needs to be made by 8:00am to ensure that arrangements can be made to receive the assignments. Homework may also be picked up from the reception desk by a parent/guardian between 3:30-4:00pm Monday-Thursday, and 2:45-3:30pm Friday. When the student returns, s/he should come in early to check-in with teachers.

Seventh and Eighth Grade. In order to prepare for the increased responsibilities of high school, 7th and 8th grade students are expected to be responsible for taking the initiative to schedule a meeting with their teachers to obtain missed assignments and lessons. Students will work with their teachers to determine a schedule to make up the work. *Neither the teacher, parent, nor office is responsible for assembling homework assignments in grades 7 and 8.*

Kashrut

The Day School and Anshe Emet Synagogue observe the laws of Kashrut. While participating in school-related activities or school-sponsored events, students are expected to observe Kashrut outside the school premises as well as therein. On school field trips, we offer students the option of vegetarian or dairy meals.

Library and After-School Hours/Use

The school library houses reading and research materials that support the curriculum and independent reading.

Students are expected to respect the library as a place of learning and study by using appropriate library etiquette. This includes respect of the library materials, as well as maintaining a quiet atmosphere. Students may check out materials provided they have returned previously borrowed materials. Parents are encouraged to check out books from the parent education collection.

The library is open after school Monday-Thursday from 3:30-4:30pm, and on Friday from 2:45-3:45pm. Students may use the library as a study hall during these times. *Students are expected to sign in when they arrive and must remain in the library until their parents pick them up.* Students are expected to work on homework, read for pleasure, or use the computers for research. Students who disrupt the library study atmosphere may lose the privilege of using the school library.

Arrangements for pick-up after library hours should be made in advance. Students should not need to use their cell phones to call parents at the end of the day. Parents are asked to be prompt in picking their students up at 4:30pm (3:45pm on Fridays).

Students who are not picked up promptly when the library closes will be taken to JCC Kids Club for supervision. There is an additional charge for JCC Kids Club. Questions regarding this program should be directed to the Heller JCC at 773.871.6780.

Lockers

Lockers are provided for the storage of outer clothing and school materials. It is expected, therefore, that students will not leave these items in classrooms or hallways. We expect that lockers will be closed and locked at all times.

Students are responsible for the locks that are issued to them. Combinations are private information and should not be shared with other students.

Students are allowed to go to their lockers at the beginning and end of the school day, and between classes. *Once a class has begun, students are discouraged from returning to their lockers for forgotten items. Coming to class prepared is an important student responsibility!*

Though they are made available for student use, lockers and locks are the property of the Day School. The school reserves the right to inspect any locker in the interest of protecting the safety and well being of the Day School community.

Recess

Students are expected to include all students in the play on the field. Students do not have the right to exclude anyone from play. The field will be divided into appropriate age groups. Students are expected to play on the section of the field that is assigned to their grade level. In general, students are expected to follow the Day School's expectations listed above. Recess is a privilege. We expect all students to make wise decisions on behalf of the common good of the Day School community.

Because we go outside for Recess unless the weather is inclement, we expect that students will come to school, and bring to lunch, weather-appropriate outdoor attire. The students' expectation should be that we will go outside. Students must come prepared with coats, sweatshirts, hats and gloves so that they are not cold when playing outside. In snow, students are expected to wear boots.

In case of injury on the field, the teacher that witnesses the injury will bring the student inside for additional assistance, and to contact the advisor and department head, and the parents. A Student Injury Report will be filed in the office.

Search and Seizure

School authorities may conduct reasonable searches of school property and equipment as well as searches of students and their personal effects. If a search produces evidence that a student has violated or is violating the law or the school's policies or rules, such evidence may be seized and disciplinary action taken.

Substance Abuse Policy

In keeping with the mission of the Day School, the school prohibits the possession, purchase, dissemination or consumption of alcoholic beverages, tobacco products, drugs or associated paraphernalia by students on campus or at any school-sponsored activity connected with the school.

The Day School reserves the right to impose any disciplinary action (including expulsion) or other conditions and requirements in its discretion appropriate to the circumstances of any violation stated in this handbook.

Tardiness

Students are expected to report on time for school and for every class period throughout the school day. Tardiness is disruptive to the learning process and to fellow classmates. All students are to be in their seats when class begins. Students who arrive late to school in the morning are to sign-in at the receptionist's desk. They will then receive a note, which is to be given to the teacher of the class to which they are reporting.

Telephone Use

Students may not use the telephone *unless authorized by a teacher or office personnel*. If parents need to inform students of a change in pick-up plans for the day, they should call the office before 12:30pm. *Parents and students need to communicate with each other regarding their*

daily plans before coming to school in the morning, thus avoiding disruption to the academic day and possible miscommunication.

A Reminder: Non-Negotiables for Our Students

- *The only hats at the Day School - kippot
- *Kippot at lunch and in the Sanctuary
- *Food-free lockers
- *Appropriate dress (see Handbook)
- *Personal contribution to upholding norms
- *Phones turned off and in lockers at all times until 3:30pm
- *Kosher food in the building at all times
- *Arrival to school on time; seated in Gibush by 8:00am
- *In the building for snacks before any after-school sports/activities
- *Acceptable use of computers
- *Role model expectation for younger students

Where to go for answers to questions about:

Middle School expectations	Mrs. Zimbler
Your child's progress.....	the classroom teacher/advisor
Lock and locker problems/concerns.....	the advisor/Ms. Custer
Computer use questions.....	Mr. Butera or Mr. Stoper
Before/after-school/outdoor education activities.....	Ms. Mervis
Middle School athletics.....	Mr. Greenburg
Class assignments and projects.....	the classroom teacher
Discipline issues.....	the classroom teacher/the advisor/Ms. Custer/Mrs. Zimbler
Social/emotional issues.....	The advisor and Ms. Daiter/ Ms. Steger
High school placement process.....	Mr. Keitel/Ms. Custer
Learning Services.....	Ms. Meyers/Ms. Riggs/Ms. Kaiserman
Educational testing.....	Ms. Manilow
Jewish Studies/holidays/celebrations.....	Ms. Garfinkel

Bernard Zell Anshe Emet Day School Middle School Handbook

2009-2010

Student Commitment

My academic effort and social behavior affect the well-being of the Day School community. Reading and understanding the contents of the Middle School Handbook will help me be a positive influence in my school community.

In signing my name, I indicate that I will act in accordance with the Handbook guidelines and expectations.

Student Signature: _____ Date: _____
Parent Signature: _____ Date: _____