

בס"ד

בית חיי מושקא דמאנסי

Monsey Beis Chaya Mushka
High School

Student Handbook



5775-תשע"ד

2014/2015

TABLE OF CONTENTS

MBCM STANDARDS:

- Internet
- Media
- Tznius

SCHOOL DAY

- Chitas/ Yedios Klolios
- Davening
- Extra-curricular activities
- General Conduct
- School Maintenance
- Transportation

SCHOOL POLICIES

- Academic requirements
- Attendance
- Cell Phones
- Seating
- Honor Roll
- Infractions
- Medical
- School Visitors
- Mechaneches
- Uniform

UNIFORM

Below are school uniform requirements. Any student who comes to school without proper uniform will be sent home to change. Non uniform items will be confiscated and only returned at the end of the school year. All *tznius* guidelines must be followed. Breaking these rules will result in uniform infractions-see above.

1. Skirt

- LONG navy blue stitch down pleated skirt

2. Shirt

- Long sleeve light blue or white oxford button down shirt with Tznius button and school logo
- Only solid white, black, navy or gray t-shirts may be worn under a uniform blouse- should not be seen
- Tznius button must remain closed at all times

3. Sweater

- Navy blue, zip up, hooded velour sweater with MBCM embroidery
- Land's End navy blue v-neck sweater with MBCM logo
- Land's End navy blue hooded sweatshirt with MBCM logo

4. Leg wear

- Black, white, gray, brown and navy, print or solid **knee socks/tights**

5. Foot wear

- Only refined styles and conservative colored shoes are allowed. In addition, sneakers and Uggs in solid black, white, navy brown and gray.

6. Jewelry

- One set of jewelry from each category is allowed
- Jewelry should be refined and not chunky, earrings should be no larger than the size of a nickel

7. Hair

- Shoulder length hair must be tied back neatly at all times.

8. No make-up or nail polish is allowed to be worn in school.

School Contact Information

Monsey Beis Chaya Mushka

27 South Monsey Rd.

Monsey NY 10952

Office telephone: 845.634.7400

Office fax: 845.634.7422

office@monseybcm.com

Rabbi Kagan - *Dean*

rabbikagan@monseybcm.com

Mrs. Touger - *Limudei Kodesh Principal*

stouger@gmail.com

Mrs. Gray- *Limudei Chol Principal*

mrsgray@Monseybcm.com

Bnos Chabad:

Chanee Schanowitz

Sara Greenberg

בית חי' מושקא דמאנסי- בית ספר גבוה לבנות – חב"ד

Monsey Beis Chaya Mushka – High School

Rabbi Dr. Chaim Dovid Kagan, Dean

Rosh Chodesh Elul

Dear Student, תחי'

Welcome to a new year at Monsey Beis Chaya Mushka High School (MBCM)!

We feel fortunate to have such wonderful students. All of us together, students, parents, administration, teaching staff, and the communities of Monsey and Morristown, have the exciting privilege and the awesome responsibility of continuing to build a school for Bnos Chabad. We trust that we will succeed in this task and that your experiences at MBCM will enhance your love of *chassidishkeit* while nurturing your inherent strengths and talents.

MBCM has developed a strong school program enveloping all aspects of *chinuch*. Whether it is providing a foundation of *Yiras Shomayim* for the future *akeres habayis*, encouraging *mivtzoim* and *shlichus*, and solidifying a steadfast *hiskashrus* to the Rebbe, MBCM reflects an unyielding dedication to *chassidishe chinuch*.

HONOR ROLL

Students who maintain a clear record of no infractions and excellent attendance for the entire month will be recognized on an honor roll that will be announced each Rosh Chodesh and emailed to all parents.

INFRACTIONS NEW Infraction of any rule will be recorded in the office data-base.

- All non-uniform items will be confiscated
- Students who cut 2 classes or accumulate 4 infractions will be given an assignment. Accumulation of more than 10 infractions will result in being called in to a meeting with the Hanhala and parents to discuss a plan that will enable the student to continue to progress the school.
- **MEDICAL**
In case of a medical emergency, MBCM will contact Hatzalah and the emergency contact listed in the student's file.

SCHOOL VISITORS

MBCM welcomes visiting students only with prior permission from the Hanhala and compliance with all school rules while on school premises.

MECHANECHES

All classes are assigned a Mechaneches as a homeroom teacher who will address the needs of the class as a group, and as individuals; through Shaas Mechaneches class and one on one discussions

5. Make Up Tests

- If a student is absent on the day a test is administered she must take the test within a week after she returns to school.
- 5 points will be deducted from the test grade per week of postponement.
- Tests cannot be carried over from one semester to the next. At the end of the semester all tests not taken will be graded as zero.
- Make-up testing time will be scheduled with Mrs. Touger and Mrs. Gray during lunch break. This is the **only time** students will be allowed to make up tests missed.

CELL PHONES

The use of phones during school hours distracts the students from being able to learn properly; therefore students are not allowed to keep their phones with them in school. The following system will be put in place and is required to be followed by all students owning a cell phone.

- Each morning cell phones must be turned in to the office.
- Students will have a personalized pocket hanging by the office in which to place their phone. The phone will remain there until dismissal.
- Infraction of this rule will result in the phone being confiscated until a meeting with the school and parents.

SEATING

Students will be assigned seats on the first day of school and Class Mehaniches will periodically change the seating plan throughout the year to keep the class room as an optimum learning environment for each student.

In order for a school to run efficiently, basic guidelines must be clearly established. The following student handbook includes a basic overview of our school expectations and rules. Please read it carefully, and **look out for the text marked as new information**, as it will aid in preparing you for this new and exciting year in your lives.

Looking forward to an exciting school year. May we be *zoche* to Moshiach NOW!

Sincerely,

Rabbi Chaim Dovid Kagan- *Dean*

Mrs. Sara Michal Touger

Mrs. Chana Gray

Limudei Kodesh Principal

Limudei Chol Principal

MONSEY BEIS CHAYA MUSHKA STANDARDS

INTERNET

Distinguished *Rabbonim*, *Mechanchim* and *Mechanchos* have all pointed out that the Internet is fraught with danger. Therefore the following practices should be put in place:

1. A computer that has internet access should be in a public area of the home.
2. A filter such as K9 or Kosher Net should be installed.
3. Cell phones and other handheld devices should not have internet access.
4. The internet should not be used for any social networking sights such as Facebook, MySpace, Twitter or Google+

MEDIA

What we put into our minds affects our being, and it impacts our surroundings as well. Thus, the media we choose is not a private issue, but relevant to the atmosphere of MBCM.

In order to maintain an appropriate atmosphere any student who is heard talking about movies/TV shows, singing non-Jewish songs out loud, or sharing any of the above in school, at extracurricular programs or on the bus (van) to school, will be suspended and the parents will be called to a meeting to ensure subsequent compliance with this standard.

TZNIUS

Tznius is a multi-faceted concept that defines us as *B'nos Yisroel*. It should guide your dress, speech and general behavior and best reflect the *aidelkeit* of a *bas melech*. As you walk through the neighborhood, visit stores and homes, you are representing not only yourself but the *Rebbe*, MBCM and the entire *Chabad* community. Your appearance and conduct are noticed and important. Following are the guidelines that you are committing yourself to follow as a student at MBCM. The dress code applies to all students both in and out of school.

If a student is present and on time for a class period there will be no mark in her file. Students who are absent or tardy will be marked accordingly.

2. Tardiness

- A student, who is late for a class, for any reason, must first go the office for a note, and then proceed to her class and enter without disturbance. Her tardiness will be recorded by the office and the teacher.

3. Cut class

- If a student arrives more than 10 minutes late to class this will be considered a cut class.
- A student who leaves the classroom during class for more than 7 minutes is considered to have cut class.
- Lingering in the bathrooms or hallways with other girls during class time is unacceptable and will be recorded as a cut class.

4. Absences NEW

- Each student is permitted 6 absent days per semester.
- Students are responsible to make up **all** work and material missed during any absence.
- All absences will be recorded in the school office. When a student has used 5 days in a semester, parents and student will be notified.
- Any student who has missed more than the permitted quota will have her grades lowered on that semester's report cards.

ATTENDANCE

Regular and punctual attendance for all school classes and functions is expected. Students are required to be in school the following hours:

Monday-Thursday 9:00 am – 5:30 pm

Friday 9:00 am – 12:30 pm

New regulations were adopted by the New York State Board of Regents, concerning student attendance. The goals of the new regulations are:

- To ensure that the school can maintain adequate records on each student.
- To be able to keep track of students throughout the school day.
- To be able to tell parents where their enrolled children are at any time during the school day.
- To identify patterns of behavior that may require school/parental attention.
- To increase the likelihood that students will achieve the academic standards.

MBCM has adopted these objectives for our attendance policy.

1. Record keeping

Student attendance records shall be kept in a database which provides information for each student. The database will contain the following student information:

- Name
- Address and phone number
- Date of Birth
- Full name of parent(s) or person(s) in parental relation and phone number for contact.
- Date of student enrollment
- Date of graduation
- A record of each day of instruction

1. Skirts

- Skirts must cover the knees at all times, even when sitting.
- No slit of any size above or below the knee may be worn.
- Skirts should not be tight or form fitting.
- Washed out denim is not approved of.

2. Shirts

- Sleeves must be long enough to cover elbows at all times.
- No tight fitting shirts may be worn.
- Shirts must cover the collarbone. Low cut necklines (front or back) may not be worn.

3. Hair

- Wild, unkempt, dyed or bleached hair is not acceptable.

4. Leg wear

- Knee socks, stockings or tights must be worn at all times.

5. Public behavior

- Modesty in action and in words is as important a component of *Tznius* as mode of dress. MBCM students should conduct themselves in a refined gentle manner and with fine and gentle speech. Screaming, talking loudly in the street or in a store is against the spirit of *Tznius* and shows a lack of refinement.

SCHOOL DAY

CHITAS/YEDIOS KLALIYOS

1. Chitas- first semester

All students will be required to fill out a worksheet based on the Parsha of the week. Worksheets will be collected every Monday.

In addition students in 11th and 12th grade will be required to fill out a worksheet based on the Hayom Yoms of the week. Worksheets will be collected every Monday.

2. Yedios Klaliyos

Students will be tested on independent study material relating to monthly topics, based on general knowledge topics on Yomim Tovim, Nigla and Chassidus. Tests are scheduled to take place on Rosh Chodesh of each month.

DAVENING

All Davening will take place in the multi-purpose room.

1. Shacharis

- Students should enter the room on time, quietly and begin Korbanos right away.
- Shacharis will begin with Tanya and Hayom Yom after which students will daven by themselves.
- Shacharis will end off with the Rebbe's Kapitel and Kapitel Chof, said out loud together after which students will be dismissed.

2. Mincha

- Mincha will begin with Sefer Hamitzvos after which students will daven by themselves.
- Mincha will end with a Kapitel Tehillim for all the Cholim, said out loud together, after which the students will be dismissed.

3. Rules

- Students must remain quiet and in the room throughout the entire *davening* period.

EXTRA- CURRICULAR ACTIVITIES

1. Bnos Chabad

Constant interaction and participation in Chassidishe activities encourages positive and enjoyable growing experiences. We have a very exciting and active Bnos Chabad program which includes activities in and out of school. In addition to Achos HaTemimim and a school production we have planned numerous Mivtzoim opportunities, Farbrengens and enriching Shabbaton experiences.

3. Limudei Chol

In order to receive a New York State High School Diploma a student must receive a Regents Diploma.

Since the requirements are constantly changing the school will counsel students on how to keep up and graduate with a diploma. The details below are current at the time of writing this handbook. (July 2013)*change*

All students in New York State must earn 44 **SCHOOL** credits and pass five Regents exams with a score of at least 65 to graduate. Each semester-long course is worth one credit. Some specialized and alternative schools have additional requirements, as does the Advanced Regents diploma.

Regents diploma

8 English (R)
8 Social Studies (2R)*
6 Science (R)*
6 Math (R)*
2 Foreign Language
1 Health Education
4 Physical Education
1 Art
1 Music
7 elective courses

Advanced Regents diploma

8 English (R)
8 Social Studies (2R)*
6 Science (2R)*
6 Math (2R)*
6 Foreign Language **
1 Health Education
4 Physical Education
1 Art
1 Music
3 elective courses

(R) Regents exam required; (2R) two Regents exams required.

* Student may substitute a senior level course in technology for a third year of science or math.

SCHOOL POLICIES

ACADEMIC REQUIREMENTS:

MBCM strongly encourages a serious attitude to all academic subjects. We offer a challenging program and expect each girl to work to her fullest potential. We require each student to complete assignments on a regular basis and approach all academic work in a purposeful and honorable manner.

Grades are recorded and Report Cards are distributed twice a year. There are Parent Teacher Conferences and a Progress Report once a year.

Diplomas will be granted upon fulfilling the requirements (see below) of both Limudei Kodesh and Limudei Chol departments.

1. Books and Supplies

All Students

- *Chitas, Hayom Yom, Sefer Hamitzvos*
- Hebrew/English Chamisho Chumshei Torah (recommended for *Chitas* assignments)
- *Chumash Mikraos Gedolos – Devarim - Hamaor* Edition
- Large print *Tanya* (without English)
- *Likutei Sichos* Dictionary
- Pens, pencils, whiteout, erasers paper, notebooks, binders, dividers
- pocket size Dictionary
- Webster's Classic Reference Library Thesaurus
- Yoga exercise mat, sneakers, water bottle and leggings (gym)
- Gym Shirt –new students please bring \$15 for mandatory purchase of a gym shirt

9th Grade:

Melachim Beis with basic Meforshim

10th -11th Grade:

Trei Asar with basic Meforshim

11th- 12th Grade

Hayom Yom with English

2. Limudei Kodesh

<i>Chumash</i>	3.5 Credits
<i>Na"Ch</i>	1.5 Credits
<i>Tanya</i>	2.625 Credits
<i>Likutei Sichos</i>	2.625 Credits
<i>Halacha</i>	1.5 Credits
<i>Toldos Am Yisroel</i>	1.5 Credits

- Each of the above subjects is a 4 year course and one fail is allowed.

<i>Chassidus</i>	1 Credit
<i>Shaas Mechaneches</i>	1 Credit
Other	1.5 Credits

In addition every student must have a passing grade in *Davening (Shacharis and Mincha)* and *Chessed* every year of High School.

2. Chessed

All MBCM students are required to participate in the MBCM Leah Miriam Hayman Chessed program. This is coordinated by Mrs. Tovah Schild and provides a variety of ways to help in the community including *Shlichus*, Friendship Circle, family help and tutoring. Girls are expected to provide (and log) at least 8 hours of *Chessed* per semester. There will be a grade for this on the report card, based on the number of hours recorded.

GENERAL CONDUCT

1. Derech Eretz

In all one's interactions with others, be they peers, *Bnos Chabad* leaders, faculty or anyone else, students should carefully consider their choice of words, tone of voice, facial expressions and body language. Respect is an absolute necessity at all times, irrespective of how one feels or how well one knows the person they are talking with. Teasing, bullying or lack of *Ahavas Yisroel* is not tolerated. If you feel you are not being treated with respect, bring the issue to someone else who can help resolve the situation. Responding impolitely at the moment of conflict rarely solves the problem.

2. iPods

- iPods are not allowed in school. Infraction of this rule will result in confiscation of the item for the duration of the semester. iPods found to have material objectionable to school standards will be synched, and student may be liable for suspension. (See media policy above).

3. School grounds

- Students are not allowed to leave school grounds without permission from a principal and signing out. Failure to do so will result in suspension.
- Students are expected to remain in the areas of the building designated for High School.
- Elementary school's playground and play equipment are off limits for high school students.

4. Kashrus

- MBCM maintains a high standard of Kashrus in our facilities, therefore we request that all lunches and snacks brought to school should comply with the standards of *CHALAV YISROEL*, *PAS YISROEL*, and *BISHUL YISROEL*.
- There are two microwaves available in school for the students' use. The following are rules regarding the microwaves to ensure Kashrus, Safety, and cleanliness:
 - i. Microwaves are both *STRICTLY MILCHIG*
 - ii. No foil is allowed in the microwaves!!
 - iii. Please clean up after using the microwaves.

SCHOOL MAINTENANCE

Students should take pride in the appearance of the school building and be sure to preserve its cleanliness. A clean, orderly and pleasant environment facilitates learning. To accomplish this, the following guidelines have been set:

1. Cleanliness

- School grounds, classrooms and hallways shall be kept clean and free of litter.
- Girls are responsible to replace all of their belongings in their locker at the end of the day; anything left out will be collected and placed in a box outside the main office.

2. Furniture

- Furniture may not be moved under any circumstances.
- No writing or doodling allowed on desks or tables.

3. Text books

- Text books will be distributed during the first class in each subject requiring textbooks.
- Each book will be labeled with a number and the student's name.
- Students are responsible to return all textbooks in good condition at the end of the year.

- Students will not be allowed to take their final exam/Regent without returning their textbook or money compensation for lost or damaged books.

4. Walls

- All classrooms and hallways will have bulletin boards- these are the **only** places signs or decorations may be hung.

TRANSPORTATION

Students who live within the 15 mile radius of the school can avail themselves of the bussing available through their school district.

1. Snow days

- In case of inclement weather, the school will follow the East Ramapo Central School District directives for closure or a delayed start. **Information is available after 6:15am by calling (845) 577-6565 or on the ERCSD website- www.eram.k12.ny.us/**
- Students traveling from other districts or privately should obtain the updated information from these sources.

2. Driving

- Students who have a driver's license are not allowed to bring a car to school.
If a car is brought to school, car keys will be taken to the office and parents will be asked to come and pick up the vehicle.

3. Carpool

Please be sure to follow the signs regarding bus and car lanes, drop off and parking areas, and right and left turns.