

Monsey Beis Chaya Mushka

Parent - Student Handbook

תשפ"ד - 5784

Dear Student,

Welcome to another year at Monsey Beis Chaya Mushka. Each of you is an integral part of our school community, and we are so glad you are joining us for another year.

When joining any community, it is important to know what is expected of you. Rules govern our social structures and ensure order. As from Yidden and Chassidim, we abide by both the dictates of halacha and by appropriate chassidische hanhaga. Our school rules are made to ensure your most successful school career - academically, spiritually and logistically - and we are confident that carefully adhering to them will maximize your experience here.

Our promise: a solid foundation of Yiddishkeit, chassidishkeit and yiras shamayim, as best as we only can. Your part: participate in becoming a keli for that.

Sincerely,

Rabbi Chaim Dovid Kagan, Dean
cdkagan@aol.com

Mrs. Chana Wilhelm
Limudei Kodesh Principal
MrsWilhelm@monseybcm.com

Mrs.Rivkie Ives
Limudei Chol Principal
MrsIves@monseybcm.com

Elul 5784

School Information:

Monsey Beis Chaya Mushka
27 South Monsey Road
Monsey, NY 10952

Office telephone: (845) 634-7400
office@monseybcm.com

Bnos Chabad:
Mrs. Mushka Kagan
mushkakagan@gmail.com

Attendance Email:
attendance@monseybcm.com

1. Daily Schedule

Monday – Thursday Schedule:

Davening	8:50 - 9:25
First Period Kodesh	9:30 - 10:10
Second Period Kodesh	10:13 - 10:53
Recess	10:53 - 11:08
Third Period Kodesh	11:08 - 11:48
Fourth Period Kodesh	11:50 - 12:30
Lunch	12:30 - 1:00
First Period Chol	1:00 - 1:45
Second Period Chol	1:45 - 2:30
Third Period Chol	2:30 - 3:15
Mincha and Recess	3:15 - 3:30
Fourth Period Chol	3:30 - 4:15
Fifth Period Chol	4:15 - 5:00

Friday and Half Day Schedule:

Davening	8:50 - 9:35
First Period Kodesh	9:40 - 10:20
Second Period Kodesh	10:22 - 11:02
Recess	11:02 - 11:12
Third Period Kodesh	11:12 - 11:52

Note: On days when bus service is not available school hours will be 9:00 – 4:05

(to coordinate with the elementary schedule)

2. Procedure Upon Arriving In School

- Place cell phone in designated area
- Place personal belongings in your classroom
- Make your way to the MPR for Tefillah
- At 8:50 all classrooms will be locked. Students arriving after 8:50 should place their phones in the designated area, leave their belongings neatly in the hallway by their classroom, and join Tefillah quietly in the back of the room.

3. Tefillah

Tefillah is an integral part of our day and proper הנהגה in Tefillah is an essential component of the education of our students.

- Davening takes place in the multipurpose room (MPR).
- All students are expected to daven both Shacharis and Mincha in school daily.
- All students are expected to respect and model appropriate decorum when within the MPR.
- All students must be in their **assigned seats** with a chitas by 8:50, and may not leave the MPR until dismissed.
- If a student comes late to davening, please join us quietly at the back of the room.
- **Attendance and decorum will be reflected in the Tefillah grade which will affect students GPA.**

Procedure:

- Begin with פּרָק מָא
- Quiet davening
- Rebbe's and Rebbetzin's kapitel and kapitel chof read aloud together
- Announcements
- Dismissal

Mincha is davened at 3:15 in the MPR.

4. Attendance

Regular attendance is a vital component of successful learning.

- **Responsible attendance and punctuality will be reflected in an attendance grade which will affect students' GPA. A passing grade of 75 will be required every semester of High School in order to receive a diploma.**

- To ensure student safety, your attendance is recorded at every period. According to NY State guidelines, students must attend 80% of each course in order to pass. A student who is absent more than 20% of the course will have to complete supplemental summer work from Melamed Academy in order to fulfill the requirements and pass the course. This is aside from fulfilling the Regents exam requirements.

Excused And Unexcused Absences

We encourage you to schedule trips and appointments around the school calendar whenever possible. However, at times absences are unavoidable. Absences can either be considered excused or unexcused.

The following may be considered **excused absences**:

- **Illness, urgent matters and medical appointments**

A parent needs to call or email the school that day to inform the office of the absence and the reason for the absence. The absence is excused only if the specific reason is provided.

- **Out of town travel / planned absence**

Families are requested NOT to schedule family vacations during the regular school calendar. Sometimes, of course, there is a valid reason for an out-of-town trip.

Before scheduling an out of town trip, the parent needs to obtain permission from both principals. The absence is excused only if you received permission prior to planning the trip.

- **Absence for any other reason**

Be sure to check in with principals prior to the absence in order for it to be excused.

Attendance Email: attendance@monseybcm.com

Unexcused Absence

- All unexcused absences greatly impact the attendance grade.

**** If a student feels that an unexcused absence was improperly noted, she has up to a week to discuss it with the principal. After a week has gone by it can no longer be adjusted ****

5. Punctuality

Punctual arrival in the morning and punctuality for each class is an expectation for our high school students.

After 10:10am students will only be admitted to School if accompanied by an official Doctor's note, a parents note regarding a family simcha, or other approved extenuating circumstances.

Excused Morning Lateness

In order for a lateness in arriving at school to be considered excused, parents may send a signed note or email: attendance@monseybcm.com stating a specific reason for the lateness. If it was due to an appointment, the type of appointment must be clearly specified.

Arrival To All Classes

- Students are required to be prepared in the classroom when the appropriate bell rings to begin the class.
- If a student is late for any reason, she will only be admitted to class with a late note from the office.
- A lateness may be considered excused if it was due to a meeting with a staff member. You must obtain an excused note from the principal of that department in order for your lateness to be considered excused.
- All unexcused latenesses will impact the attendance grade.

**** If a student feels that an unexcused lateness was improperly noted, she has up to a week to discuss it with the principal. After a week has gone by it can no longer be adjusted ****

6. Cutting Class

Being out of the classroom for an amount of time the Teacher or Principal deems excessive will result in a cut.

Cutting a class for any reason is a serious violation. **If a student cuts a class, three points will automatically be deducted from her attendance grade.**

7. Making Up Work and Tests

Please understand that **it is your responsibility to make up the work missed in an expedient manner, so that you don't fall further behind.** You may ask a teacher for help with any questions that you may have before or after class.

A student who is absent on the day a test is administered must take the test within one week in order to receive a grade. Kodesh: Tuesday and Wednesday lunchtime is the (only) designated time slot for make-up tests. Chol: Make up tests can be taken during lunchtime Monday - Thursday.

8. School Dress Code

We hold the responsibility to imbue students with the sensitivity of how to dress properly and with dignity at all times, and have therefore created the following guidelines:

- **Makeup and nail polish:** May not be worn during school hours.
- **Jewelry:** Only refined jewelry allowed. One earring per ear. Studs only.
- **Hair:** Hair longer than shoulder length must be pulled back in a ponytail. No streaks or coloring.
- **Neckline:** Collarbone must be covered. Collared shirt under an MBCM sweater.
- **Shirt:** Long-sleeved, white Oxford button down shirt with tznius button and school logo.
- **Sweater:** Black crew neck sweater with MBCM logo to be worn ON TOP of a uniform blouse. If needed, solid black zip up sweaters **may only be worn on top of the crew neck sweaters.**
- **Skirt:** Gray mid-length skirts only = mid point between knee and ankle. Skirt must cover the knees at all times, even while sitting.
- **Legwear:** SOLID TIGHTS ONLY.
- **Shoes:** Refined styles of shoes or boots in solid colors.

The school uniform must be worn at all times when in the school building or attending a school function unless otherwise notified.

- Adherence to dress code guidelines is required for admittance to Tefillah/class.
- **Each student will receive a dress code grade (under citizenship) every semester which will affect their GPA.**

9. Technology / Cell Phones

MBCM does not encourage the students to own cell phones. Using them on school grounds without prior permission from the relevant principal is not allowed.

If you do have a cell phone:

- Smart phones must have installed an approved filter (as per instructions that parents received)
- Cell phones must be turned into the office each morning, into the student's personalized phone pocket.

A missing phone = an unexcused absence.

- A phone found in school will be confiscated until a meeting with the school and parents takes place. The student will go home (sans phone) until said meeting is held.

Other Electronic Devices

Other electronic devices, **including apple watches**, are not allowed in school. If seen, it will be confiscated.

10. Consequences of actions

A graph for the visual learners:

Doing this	Will result in this...
Unexcused absence or lateness	Attendance grade is lowered
Cutting class	Attendance grade is lowered by 3 points
3 uniform infractions	Lower citizenship grade by one unit
Talking during Davening - 3 times	Lower Davening grade by one unit
Phone is found in school and not in the phone pocket	Phone confiscated (Phone stays in school until parent meeting)
Unapproved electronic device is found in school	Confiscated and held indefinitely

11. Medical

In case of a medical emergency, MBCM will contact Hatzalah and the emergency contact listed in the student's file.

12. Academics

Your teachers spend hours preparing important and engaging lessons. We expect you to reciprocate by taking their efforts seriously and by respecting your own time.

Your success is our priority. Your teachers will work with you - as long as you put in the initial effort by reaching out.

Supplies List

Please see attached list. Be aware that individual teachers may also have specific requirements.

How Grades Work

Report cards are distributed twice a year. There are Parent Teacher Conferences and a Progress Report once a year.

Diplomas are granted upon the fulfillment of ALL requirements of both Limudei Kodesh and Limudei Chol departments.

Limudei Kodesh and Regents/Limudei Chol Diplomas are only granted in conjunction with each other. One will not be granted without the other.

Limudei Kodesh

Each of the below subjects is a 4-year course

Chumash	3.5 credits
Nach/Megillah/Tehillim	1.75 credits
Tanya	1.75 credits
Likutei Sichos	1.75 credits
Halacha	1.75 credits
Toldos Am Yisroel	1.75 credits
Chassidus/Maamer	.75 credit
Attendance	3.5 credits
Tefillah	3.5 credits
Uniform	3.5 credits
Chessed Hours	1.75 credits

Limudei Chol

To receive a New York State High School Diploma a student must receive a Regents.

Since the requirements are constantly changing, the school will counsel students. The details below are current at the time of writing this handbook.

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.

Students with an IEP will have a tailor made list of requirements. If you would like to discuss, please reach out to Mrs.Ives.

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.

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

13. General Information

School Grounds

- To leave for any reason, a student must have a principal's permission and sign out. Leaving without permission will result in suspension. Your safety is our utmost concern, and we must know your whereabouts at all times.
- Students must remain in the high school areas of the school building.
- Elementary playground and equipment are off limits for high school students.

Kashrus

- Any food brought into school must be cholov yisroel, pas yisroel, and/or bishul yisroel, **and can only be cooked or baked at a staff member's home.**
- Student are responsible for the cleanliness of all appliances in the lunchroom (which includes fridge, sink, and microwaves)
- **Please keep in mind that both microwaves are milchig.**
- NO appliances or food preparation allowed inside the classrooms.

Take Pride In Your Environment

- **Respect Teachers' space: Teachers' desks and chairs are exclusively for teachers' use. Students may not sit or leave their belongings in teachers' space.**
- Respect school property by not scribbling on desks or leaving garbage on the floor. Clean up after yourself.
- Keep things in your locker. Anything left out at the end of the day will go straight into lost and found or will be thrown out.
- Papers may only be hung up on bulletin boards, not on the walls. If you need space for anything, please ask a principal to see if it can be arranged.

School-Owned Supplies

Halachically, these are on loan to you, so damaged or lost items need to be replaced.

- Textbooks: To take your final exam or Regent, textbooks must first be returned or compensation paid for lost or damaged books.

14. Transportation

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

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 6:15 am by calling (845) 577-6565 or on the ERCSD website- www.eram.k12.ny.us/

Students who live long distance from school (30 min or more)

When a final decision about school opening is not clear the night before, girls who live 30 minutes or further from school, may daven at home and arrive at school for first period (regardless of when school actually begins).

Driving

Any 12th grader driving to school must register their car with the office. Students are not allowed to park in the school parking lot. They can legally use the side roads by following the instructions on the signs. Upon arrival in school, keys must be turned in with cell phones.

Carpool

For everyone's safety (including little kids at Cheder!), please obey the signs regarding bus and car lanes, drop off and parking areas, and right and left turns.

15. MBCM Students: Inside and Out

Students of MBCM are expected to behave as a בן תורה in and out of school.

Dressing the Part: Guidelines Outside of School

Our students are expected to dress respectably as befitting both a member of our school and a member of our community.

- Skirts
 - Must cover knees at all times, including when sitting
 - No slits at all
 - No tight-fitting styles
- Tops
 - Sleeves should cover elbows at all times.
 - Collar bone (front and back) has to be covered.
 - Close the gap between top and skirt.
- Hair
 - Keep it neat and clean.
- Legwear

- Legs must always be covered.
- Makeup and nail polish
 - Pretty and natural looks best. No heavy makeup or dark nails.

Media & Activities

What you ingest via your eyes and ears will affect your mental and spiritual health.

- Our students should not listen to non-Jewish music.
- Our students should not watch movies.
- At-home Internet success should be limited to public areas and used only with a filter.
- All out of school activities should be within the spirit of a "בת הב"ד".

16. School Life Outside of School: Extracurriculars

Bnos Chabad

Our Bnos Chabad leaders work hard to create engaging and enriching activities. Some things you can look forward to: Achos Hatmimim, production, farbrengens, mitvzoim, Shabbatons, guest speakers and more!

Proper MBCM uniform is mandatory at all events that take place on school days, even if after school hours.

Chessed

All students are required to participate in the MBCM Leah Miriam Hayman Chessed Program for at least 6 logged hours per semester. A report card grade is given based on the number of hours recorded. The program is coordinated by Mrs. Tova Schild and allows you to give back to the community in a number of ways, including shlichus, Friendship Circle, helping families and tutoring.

In addition, we will strongly be encouraging and recognizing girls who volunteer on their own time.

I have read the Monsey Beis Chaya Mushka School Handbook and am ready to abide by all the policies.

Student Signature: _____

Student Name Print: _____

Date: _____