



MIDDLE SCHOOL

STUDENT HANDBOOK

2019-2020

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ב"ה

Rita and Howard D. Geller Child Care Center
 Alana Beth Stein Pre-School
 Gilbert Lanoff M.D. Primary School
 George and Barbara Hanus Middle School
 Louis Neidich z"l Resource Center

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Dear Students,

Welcome to a new school year!

To help set up this school year for success, we are happy to present you with a Middle School Student Handbook. Instead of just relying on the Parent Handbook, since you are older and more responsible, it is time for you to have your own Handbook.

At Hillel Torah, we want every student to enjoy a positive, respectful and welcoming school environment. Creating this environment is a team effort - by students, teachers, administration and parents - we all need to do our share.

This Handbook helps to clarify the HT Middle School Norms and expectations *in advance* so that all students can start the year on the right foot.

It is our hope that these guidelines help create a positive and productive atmosphere in our Middle School with mutually respectful and positive relationships between students and teachers where all students can learn and grow at their best.

With best wishes for a great school year,

Rabbi Menachem Linzer
 Principal

MISSION STATEMENT



We are a **dynamic, Modern Orthodox** day school preparing the **Jewish leaders of tomorrow.**

Our **progressive, child-centered approach**



promotes **academic excellence** in **Judaic and general studies.**



Rooted in Torah learning and values, we encourage children to develop a lifelong commitment to **Medinat Yisrael, the Jewish people and the global community.**



STUDENT RESPONSIBILITIES

Creating a great school environment is a team effort. Teachers, administrators, and parents work together to help students remain safe, happy, and successful. Students also have the responsibility to act in ways that will promote the safety, happiness, and success of themselves as well as their peers. The following student responsibilities are some of the ways that each student can help to ensure a positive environment and experience for everyone.

Middle School Norms and Rules

As members of the Hillel Torah community, we all - students included - share the responsibility to support the success and safety of every child. Every person (adult and child) who walks through Hillel Torah's doors has the right to be treated with respect. The following school norms spell out the expectations for students to help create a safe, positive and welcoming school atmosphere.

Our school norms center around three main principles:

Respect yourself



Respect your learning community



Respect your learning environment



Our Norms for different areas of the school are:

Hallways

- Walk, do not run, in hallways
- Use quiet voices when other students are in class
- Keep floors clean and clear

Lunchroom

- Remain by table throughout lunch
- Listen for and follow teacher instructions
- Clean up table and surrounding area
- Wait to be dismissed
- Do not share food, including lunch and snack, due to allergy concerns

Bentching Norms

- Finish eating and cleaning up before *bentching* begins
- Have a bentcher ready to use
- Stay quiet until the chazzan is finished with bentching
- Answer "Amen" to *chazzan's* brachot

Classrooms

- Arrive on time
- Wait outside room until teacher arrives



- Come prepared
- Follow teacher instructions and rules
- Stay focused on learning
- Wait for teacher to dismiss class
- Food and drink, except water, is not permitted in class

Assemblies

- Maintain a low voice level while entering and exiting assembly area
- Follow teacher or presenter directions
- Focus on the speaker/presentation
- At the end of assembly, remain seated until dismissed



Performance Standards

It is important that every student grow and learn to the best of their ability. Proper attention to arriving in class on time and being responsible about homework are two ways that can help you achieve success in your classes.

Homework

It is the student's responsibility to:

- Record all assignments in his/her yoman
- Complete homework to the best of his/her ability
- Ask teacher about any instructions not understood
- Submit homework by the due date
- Initiate communication with ALL teachers to make-up any missed assignments due to absences

Tardiness Policy

Students are expected to be in class and ready to learn when the bell rings. Students arriving after the morning bell will be considered tardy. After the second morning tardy an email will be sent to the student and parent. A third morning tardy within one month will result in an after school detention. Students who are tardy (unexcused) to a specific class three times in one calendar-month will be assigned a lunch detention. On-going tardiness may require additional consequences.



Conduct Expectations and Consequences

How we treat teachers, staff and our peers, take care of school property, and behave with honor, reflect our character and the values of the Torah. Each day, we need to be thoughtful of our actions and what we can do to create a positive environment at school. Expected behaviors include respectful conduct with all people, inclusiveness with peers, adhering to safety/security rules, remaining honest, and respecting physical boundaries of others. Students who do not adhere to these standards will receive consequences.

The following is a list of some, but not all, of the behaviors which are unacceptable.

- Disrespectful or disruptive behavior
- Vandalism/damage to property, including defacing or placing stickers on lockers
- Dishonesty including lying, theft or cheating
- Inappropriate language
- Bullying, excluding, threatening, intimidating
- Unsafe behavior
- Physical aggression including hitting, punching, grabbing, pushing
- Inappropriate or unwanted physical contact

The following represents a list of some but not all of the potential consequences which will result from a student not adhering to the expectations mentioned above. Repeated or more serious behaviors will receive higher level consequences.

- Inappropriate items confiscated
- Clean and/or replace vandalized property as per cost, \$50 flat fine for defacing lockers
- Conference with teacher and/or administrator
- Student reflection letter
- Parent communication
- Lunch or after-school detention
- Loss of privileges such as participation in basketball teams, student council, class trips, etc.
- Suspension
- Expulsion

Physical Aggression

The school has a no tolerance policy regarding physical aggression. Parents may be called to pick up the child from school if the student is physically aggressive. In order for the child to return back to school, a discussion with parents and student along with the appropriate staff members and administrator will take place to ensure the problem does not reoccur.

Cell Phones



Cell phones are not permitted to be on during school hours (including recess and lunch), unless instructed by a school staff member. Students may use cell phones for learning if directed by teachers and at or following dismissal time.

Cell phones found being on without permission during school hours will be confiscated. After the first time, the student will be able to retrieve their phone at the end of the school day. If it should happen a second time that same semester, the phone will be kept overnight and the student may pick it up at the end of the following day, and parents will be notified. In case of a third offense in the same semester, the student will be required to drop off the phone in the office for one week upon arrival and pick up the phone at dismissal. Students will get a fresh start with a new semester.



No Nut Policy

Food allergies, especially to peanuts and nuts can be life threatening. Any ingestion of or contact with nut products or residues by a student with these allergies can lead to a rapid anaphylactic reaction.

In order to provide a safe and inclusive environment for all students, foods with peanut, peanut butter, tree nut (walnuts, pecans, pine nuts, almonds, cashews etc.) or other nut ingredients may not be brought to school and should be kept out of lunches and snacks. Please check the ingredients in store-bought products that you will be sending to school to make sure they are nut free. Note: Products that are nut free, but say on the label that they were “produced in a facility that produces nuts,” “may contain nuts” or “may contain traces of nuts,” may be brought.

If the student has eaten a peanut/nut product at breakfast, s/he should wash his or her hands with soap and water (rather than using a hand sanitizer such as Purell) as well as washing out his/her mouth before coming to school as residues left on shared surfaces or equipment can cause an allergic contact reaction.



No Latex Balloon Policy

Latex can be harmful to latex-allergic students if it becomes airborne. To maintain a safe and inclusive environment, latex balloons may not be brought to school. Mylar balloons are acceptable.

Items That May Not Be Brought To School

Weapons of any kind (including knives, sharp or dangerous objects or toy weapons), should never be brought to school and if brought will be confiscated and student will be sent home.

Other electronic devices, trading cards, laser pointers, inappropriate books or magazines should not be brought to school and will be confiscated.

Dress Code

Boys' Dress Code

- A kippah and tzitzit must be worn throughout the day
- A shirt with a collar that buttons in the front must be worn throughout the day
 - Boys who wear a sweater or sweatshirt must wear a collared shirt underneath
- Boys must wear a neat pair of pants
 - Boys may not wear athletic pants of any kind (sweatpants, break-away pants etc.), shorts, oversized or



- ill-fitting pants
- Boys in grades 5–8 may not wear blue jeans or army fatigue pants.
- Jeans of other colors are permitted
- A neat, clean and trimmed haircut with appropriate sideburns, presenting a well-groomed appearance
 - Boys' hair may not be long and unruly neither in length nor in bulk
- No earrings may be worn by boys

Girls' Dress Code

- All girls in grades 1-8 should wear dresses or skirts that cover the knee when standing and sitting, and are designed for modest appearance
- Tight or form fitting skirts are not permitted
- Slits in a skirt may not be open above the knee
- Girls are permitted to wear leggings or tights under their skirts but these should not compromise or substitute for the appropriate length of the skirt
- Girls may not wear pants under a skirt or dress
- Girls should wear a shirt with sleeves reaching the halfway point between the elbow and the shoulder. Capped sleeves or sleeveless are not allowed
- See-through, net, and tight fitting tops (such as spandex) may not be worn. Girls should not wear low-cut necklines below the collarbone.
- No straps may show from under a shirt
- Students are not permitted to wear make-up, such as eyeshadow or lipstick

All Students' Dress Code

- Shoes: All shoes must have a strap or a full back to them; half-back shoes, slippers, and flip-flops are not allowed
- As a general rule, inappropriate clothing, such as torn, excessively large, baggy or tight fitting clothing, or clothing bearing inappropriate words or symbols may not be worn by any student

Dress Code Consequences

Middle School students may not be admitted to class if they are not in dress code until a change of clothing is obtained. It is recommended that students keep a change of clothing in their locker to use if necessary. If the student does not have appropriate clothing, parents will be contacted to bring a change of clothing or the student may obtain appropriate attire (shirts, skirts, blouses) from the office. In

addition, if a child comes without the tzitzit, and the parent is unable to come to school to bring one, the parent will be charged \$10 for the purchase of a new one.

Safe Use of Technology

The following is the **Acceptable Use Policy (AUP) for Student Technology**:

Technology is a wonderful tool that can be used for many constructive purposes. As with any tool, technology could also be used for destructive and negative purposes. As a school promoting 21st Century Learning, Hillel Torah embraces the use of technology for higher educational purposes and we are committed to teaching our students how to use technology appropriately and constructively.



Since much technology use takes place outside of school, we ask our parent body to partner with us in this approach and take an active role in supervising and guiding our children to use technology in positive, constructive ways. In consultation with experts it is healthy for child development to limit technology. Students are not expected to have technology such as smartphones; the school will provide the technology required.

Student Email

Hillel Torah requires that student email be used in an appropriate, responsible, legal and ethical manner. Students are responsible for the use of their Hillel Torah email accounts. The use of these accounts is for school purposes only and will be under the supervision of school staff and administration.

Each student and at least one parent/guardian must sign an AUP agreement in order for the student to be able to use their HT email account.

A responsible email user will:

- Use appropriate language
- Be polite and respectful in all online interactions
- Use the email system for school purposes only to communicate with teachers, staff, and students

A responsible email user will not:

- Share their passwords
- Use another's login/password
- Use this email for social purposes, nor to "chat" or send "random" messages to other students or teachers
- Send offensive content (including but not limited to text, photos and video)
- Use email to harass, insult or attack others



School Computer Use

When using computers, students are expected to follow the following guidelines.

A responsible technology user will:

- Take good care of the equipment and leave it in the manner in which they found it
- Keep equipment away from food and drinks
- Use technology only according to teacher instructions
- Use and return mobile devices only under teacher supervision
- Use only those areas of the network/cloud open to them
- Cite their sources
- Sign out of their account when finished using it

A responsible technology user will not:

- Damage devices such as Chromebooks, desktops, carts, mice, headphones, projectors, software or networks
- Move the mobile carts

- Violate state or federal laws including copyright laws
- Use technology or search engines for inappropriate content
- Attempt to access or hack into other people's accounts or restricted areas of the network/cloud

Use of technology and email is a PRIVILEGE, not a RIGHT. Violation of this policy may result in the loss of technology/email privileges as well as other disciplinary measures.



Bus Safety Guidelines

Students who take the morning bus should:

- Be on time at the designated school bus stop to help keep the bus on schedule
- Use caution while waiting for the bus, while on the bus, and while leaving the bus

When on the bus, all students must:

- Listen to and follow the instructions of the bus driver and the student bus monitors
- Remain seated and keep hands and feet to oneself
- Do not throw anything out of the bus windows; keep hands/arms inside the bus.
- Use appropriate language and speak at an appropriate volume
- Assist in keeping the bus safe and clean at all times
- Keep belongings out of the aisles
- In the event of a road emergency, remain in the bus until instructions are given by the driver
- Do not ask the driver to stop at places other than the regular bus stops

STUDENT ACTIVITIES

In Middle School at HT, students are given many new leadership and special activity opportunities. Students are encouraged to get involved in these activities to expand their learning and growth beyond the classroom.

Below are some of the activities available to students throughout the year.

- *Student Council* - a team of students elected by the student body to represent their needs and lead various activities for the benefit of the school.
- *Chesed Programs* - students participate in activities to help the local community.
- *Lunch and Learn / Mishmar* - Torah enrichment study that meets during lunchtime and after school.
- *Basketball* - at the beginning of the school year, grade 6-8 boys and grade 7-8 girls may try out for a spot on the basketball team. Weekly practice and games throughout the season.
- *Afterschool Programs* - extracurricular activities including Musical Theater, Track, Chess, Botball, Ceramics and much more available to students after the school day.
- *Yearbook* - 8th graders meet on a weekly basis to design the school yearbook (October through March).
- *Names, Not Numbers* - 8th graders gain first hand knowledge of the Holocaust by interviewing survivors and documenting their stories and lives by creating a powerful documentary.



NOTES

ACKNOWLEDGEMENTS

Parents and Student

Please read the information below. This must be completed, and returned to your student's advisor no later than October 3, 2018.

Student Acknowledgement

I have read the Student Handbook with my parent(s) and reviewed it with my advisor and teachers at Hillel Torah. I agree to follow the norms and rules outlined in this Handbook. I understand that I will be held accountable for my choices and behavior as described in this Handbook.

Student Signature

Date

Parent/Guardian Acknowledgement

I have read the Student Handbook with my child. I understand that my child is held accountable to the rules and expectations as described in this handbook. I agree to do my best to reinforce these expectations at home and to support the school's efforts to help my child succeed at Hillel Torah.

Parent/Guardian Signature

Date