

בס"ד



STUDENT HANDBOOK

תשפ"ד ~ 2023/24

Cheder Chabad of Monsey
Elementary Girls School



Dear Student 'שי,

Welcome to Cheder Chabad!

What is a *chossid*? A *chossid* is one whose life is inspired by three loves: love of Hashem, love of Torah and love of every Jew. The goal of the Cheder is to nurture these three loves so that your life is driven by these principles. Every instruction at cheder is driven by this purpose.

There are various procedures and guidelines that help us get to our goal. The purpose of this handbook is to present you with clear guidelines which will nurture the *chossid* in you.

This handbook is sprinkled with ideas for you to think about. The ideas are sourced in מאמרי חז"ל and הוראות of the רבי that serve as our guiding light.

Read through this booklet carefully, you will find many ideas to be common sense. However, it is important to keep in mind that the foundation of a Torah-education is קבלת עול. *Kabolas ol* means doing the right thing even when you don't understand it and even when you aren't in the mood.

Your success at Cheder will match your effort in following these guidelines. May you be a source of חסיד'ישע נחת and may your learning and good מידות bring צדקנו בקרוב ממש!

With wishes for הצלחה רבה,

Mrs. Rosenbluh
Principal

ACHIEVEMENT / EFFORT

יְגַעְתִּי וּמְצָאתִי תְאֻמִּין

Our חכמים tell us that there is no substitute to hard work. Keep in mind that you are investing in yourself. Your success is equal to your effort. When you face a difficulty ask yourself: How much effort am I investing? Working hard is a Torah value and *chassidus* promotes it even further as a necessary key to serving Hashem.

ATTENDANCE/LATENESS

אם תעזובני יום יומיים אעזובך

Regular attendance is necessary in order for you to succeed. Every minute of the day is precious. Your attendance is graded and will be included in your report card.

Attendance

1. If you are absent, please have your parents inform the school via email at achrayus@chedermonsey.org stating the reason of your absence.
2. In the event that you are absent due to a simcha or other event, you will be held responsible for all the class material missed.
3. Permission from a principal is required before a planned absence from Cheder, especially for an extended period of time.

Lateness

1. Our Middle School Students must show their responsibility by being diligent about school attendance and class work.
2. If a student has 3 lateness to class, including morning lateness, she will be given an assignment to be completed by the next morning. Following three assignments, parents will be called into school for a meeting.
3. In order for a morning lateness to be excused, a note written and signed by a parent must be brought to the office.
4. If a student misses or fails a test, she will be held responsible to make it up in school, after school hours.

BIRTHDAYS

וואס א חסידישער פארבריינגען קען"
"אויפטאן, קען מלאך מיכאל ניט אויפטאן"

The Rebbe instructed us to celebrate birthdays with ten practices, one of which is hosting a *farbrenge*. Before your birthday, you can ask your parents to be in touch with your *מהנכת* to arrange a *farbrenge* in school. *Nosh* must be limited to a cake or cupcakes, and a drink. *Nosh* must be *bishul yisroel*, *pas yisroel* and *cholor yisroel*. No homemade food may be brought to cheder. Food items that aren't approved will be sent home.

When having a birthday *farbrenge* off premises, invite either the entire class or just two friends. Events in public facilities, (e.g., ice skating, bowling, etc.) must follow cheder guidelines and should be discussed with *hanhalah* before being scheduled.

A Birthday *farbrenge* is a time to strengthen ourselves in *kedusha* and *chassidishkeit*. Please make sure that all activities associated with the *farbrenge* are appropriate for *chosid*.

Please do not schedule sleepovers for more than two friends on a school night.

BAS MITZVA CELEBRATIONS

When you plan a class פארברענגען :

- a) The פארברענגען should be held within the girl's home* for women only.

The entire program should be supervised.

* If your home cannot accommodate the class and some family and friends, a shul hall may be appropriate. Please confirm with Mrs. Rosenbluh before booking.

- b) Serving a סעודה is acceptable. However food preparation should be

simple, whether it is “nosh” or a meal. Do not make a “fancy menu”.

Keep it simple and inexpensive.

- c) Inviting female teachers, staff and משפיע is encouraged.
- d) Shluchim who want to do a combined Bas Mitzva for their community and class, should contact Mrs. Rosenbluh first.

BOOKS

ספרי קודש must be treated with care and respect. One may not write, draw, color, etc. in a ספר. General Studies books are loaned to you for learning purposes. Please care for the books as though they are your own. When you return the books at the end of the year they should be clean and neat for the next class can use them. Students who neglect to care for the books, resulting in damage, will be required to pay for them. The following constitute neglect:

1. Leaving it out. Not putting it away properly.
 2. Defacing a book by writing or marking it; your name should appear only once in the designated space.
 3. Taking home a book that does not belong to you and losing it
- In any event, when you see a cheder book that isn't in its place, please return it to where it belongs.

CARING

וכי ימרוך אחיה ומטה ידו... והתחזקת בו

Concern for your fellow is equal to love of Torah and love of Hashem. You cannot have one without the other. Show that you care by:

1. Helping a friend with a problem
2. Helping a classmate learn something he missed in a lesson
3. Compliment a friend about something nice
4. Call a classmate who is not well to wish him a רפואה שלימה
5. Be careful not to say hurtful things, and much more

You may be asked to leave the room if you make an inconsiderate remark to another student.

We are committed to assuring that every student is safe. As the Rebbe's *chassidim* we expect students to care about each other's feelings, and create an environment that is safe for learning and filled with טובות מדות. The Rebbe emphasized that the reason Hashem created weaker and stronger people is for the strong to help the weak, not ח"ו to take advantage of him. At the cheder, all of us should strive to embody the *posuk*: דְּרָכֵי-הָ דָרְכֵי נועם וְכָל נְתִיבוֹתֶיהָ שְׁלוֹם - "the ways of pleasantness and peace."

In this spirit, the Cheder does not allow any bullying to go unchecked. Bullying means repeatedly bothering another student with the intent of harassing them. Bothering may include name calling, touching their things, excluding them from a game, speaking to others about them and all forms of physical interactions. A student who bullies others will be expelled.

STUDENT TECHNOLOGY POLICY

Electronic Devices, Cameras, electronic games, smart watches, music players, MP3/4 players, etc. may not be brought on the bus or to school. Any of the above devices brought to Cheder will be confiscated. They will not be returned until the end of the semester and will need to be picked up by a parent.

Ipods, Ipads & Tablets are fully accessible to the internet. As such, Cheder deems it inappropriate for a student to own an I-pod, I-pad or smartphone.

Cell Phone - Students may not own a cell phone. You may not bring a cell phone to school (such as a parent's phone or other) regardless if it's a smart phone or not.

Please note: A cell phone/I-pod/I-pad/Tablet may never be brought to school and is grounds for suspension. If a device is brought on the bus or school, it will not be returned.

CLASSROOM

דירה נאה מרחיבה דעתו של אדם

An attractive classroom is a nice place to spend the day; a dirty one is not. The classrooms are cleaned daily, nevertheless it is incumbent on you to maintain order and cleanliness within the classroom during the school day.

Before the end of a learning period, students must spend a moment tidying the room, discarding litter and straightening out your desk.

Should you damage Cheder property intentionally or even unintentionally, you will have to reimburse the Cheder for the damage and labor involved in repairs. In the event of intentional damage to school property, a security deposit will also be required. The security deposit will be returned at the end of the year provided that no further damage has been done.

CLASSROOM BEHAVIOR

דרך ארץ קדמה לתורה

Derech erez is expected of all students. It precedes any learning and preempts academics. You must speak properly to all teachers, your classmates and all cheder staff. Don't interrupt your teacher or a fellow student. In general, conduct yourself as a *chosid*. Students may be subject to serious consequences for exhibiting a lack of *derech erez*.

By the time you reach middle school, you should definitely know the behaviors that are appropriate in a classroom and the behaviors that aren't. In the interest of brevity, only some very general rules follow. You are expected to:

1. Give a teacher your full attention. Don't be distracted and don't distract others.
2. Speak only when called upon and indicate a wish to be heard by raising a hand. A student must not interrupt the teacher or another student at any time.

3. Do only assigned work and be diligent in completing it.
4. Be courteous to the teacher and your fellow students.

If the above rules are not adhered to, consequences will follow.

DRESS CODE

תלמיד חכם ניכר בלבושו

UNIFORM

SHIRT: White polo or white button-down blouse only. (No green polo shirts)

SWEATERS: New for this year- Exclusive middle school sweater- A maroon pullover knit or fleece sweater with the Cheder logo available from Uniform Headquarters.

SKIRT: Navy blue pleated skirt. **Skirts must reach 4 inches below the knee.**

TIGHTS: Only black, navy, gray or white solid-colored tights. **Leggings may not be worn.** Please purchase tights that you will be comfortable wearing.

SHOES: Solid color shoes only. No sneakers including converse/bulky high-top sneakers.

HAIR: Hair needs to be pulled back in a pony or braid. Short hair (above shoulder) may be worn down if pulled back with a headband or pin.

EARRINGS: Earrings should be close to the ear. No hoops, and no dangling earrings.

No Nail Polish may be worn to school.

DRESS CODE- OUT OF SCHOOL

The following are guidelines for after school hours. At all times a student's dress, which may reflect personal style, must be tznius according to Halacha. As such, our students will reflect the inner dignity and refinement of a Bas Chabad and a student of Cheder Chabad.

1. Elbows and knees should be covered at all times.

2. An appropriate neckline, one in which the collar bone, sides and back of the neck are properly covered.
3. Skirts must cover the knees at all times.
4. The entire leg should be covered with appropriate leg wear. Ankle socks or leggings with socks are inappropriate and may not be worn.
5. Form fitting or tight clothing are not appropriate.
6. Slits may not be worn.
7. No attention-drawing or improper graphics on the shirt or bold lettering across the front of shirt should be worn.
8. Hair should be refined and pulled together.
If it comes to our attention that a student is not conforming to these standards outside of school, Parents will be asked to meet with the principal to discuss and rectify the situation.

HALLWAYS AND STAIRWELLS

בְּכֹל דְרָכֶיךָ יִדְעֶהוּ

School hallways and corridors are intended to lead people from one place to another efficiently. We decorate hallway walls to celebrate special days and students' work. We must keep hallways clean so they are safe for passage like the Torah says "Do not place a stumbling block before. . ." Students may not play, shout or speak noisily in a hallway or stairwell at any time. Running or playing tag in the hallways or stairwell will not be tolerated. Ball playing indoors is not allowed because it can be dangerous. Cheder may confiscate any ball being played within the building.

Hallway and staircase etiquette is to walk on the right side of the hallway or staircase. This allows for the flow of two-way traffic and minimizes the risk of anyone getting hurt by bumping in to someone walking towards them.

It is inappropriate for a cheder student to sit on the floor in the hallways.

HOMEWORK

וְהִגִּיתָ בּוֹ יוֹמָם וְלַיְלָה

1. You can expect your teachers to explain assignments clearly, so that you know what is expected of you
2. Homework assignments will not require neither the use of books or materials that you don't have at home, or the internet.
3. Homework will be at the ability level of your ability, to promote independent work.
4. Completed homework will be graded or otherwise marked in a timely fashion

Teacher's expectations from you:

5. Homework will be done neatly, (so that the teacher does not need to strain to read it or cannot read it at all.)
6. Homework will be completed and turned in on time without your teacher needing to ask you for it
7. You will put forth your best effort.
8. You will not "borrow" a classmate's or friend's completed homework assignment, transcribe it and misrepresent it as your own.
9. Each student is required to have all books and printed handouts given by the teacher. In the event the student loses any of the above, she will be required to purchase a replacement. Booklets printed in the office are available at a \$5 fee. Curriculum text books will be charged based on their price.

INTERNET AND BOOKS

וְנִשְׁמַרְתָּ מִכָּל דְּבַר רָע

10. Internet should never be used to randomly "surf the web" or to "kill time."
11. Students who use the internet should do so only when supervised by a responsible adult.

12. A computer that has internet access should be in a public area of the home and must be password protected. (e.g., the kitchen, family room, etc.)
13. Filters and monitoring software must be installed on all devices that have access to the internet.
14. Limit your time on the computer.
15. Students may not have access to any social media accounts such as Facebook, WhatsApp, YouTube, Instagram, snapchat, Instagram, tiktok or the like. Having such may be reason for dismissal from Cheder.
16. When friends come over to your house, it is imperative that the internet is off.
17. Secular books may not be brought to Cheder. Unapproved material will be confiscated

MEALTIME

זֶה הַשְּׁלָחַן אֲשֶׁר לִפְנֵי ה'

Lunchtime is meant for eating and no other activity. A student is expected to:

1. Stay in your designated lunch area.
2. Sit only at the table designated for your class
3. Be ready to *bentch* at the proper time
4. Wait to be dismissed
5. Keep the eating area clean. Deliberate littering or misbehavior will not be tolerated
6. Do not deface food or the table cloth.
7. The *cheder* will not provide any hot water for lunch.

SAFETY AND SECURITY

1. A student may never leave the cheder grounds. Leaving the grounds is grounds for suspension.

2. Except for a few coins for *tzedakah* or trip money, don't bring money or other valuables to school. Cheder takes no responsibility for lost money, valuables or other items.
3. No trading or selling toys, food, etc.
4. During the school day the only doors that may be used are the front door and lunchroom door.

OFFICE

אִיִּזְהוּ תִּכְּם הַמְּכִיר אֶת מְקוֹמוֹ

It is never appropriate for a student to be in the office without permission.

If you feel that you must call home due to an emergency, you must get a written note from the principal. You may not ask the Office staff to use the phone without permission. When coming to the office, be respectful at all times.

No personal copies will be done by the office.

PROGRAMS

We work hard to prepare special programs for our middle school students. Programs are not voluntary; we expect all students to participate in all the programs.

RECESS TIME

הַיּוֹת הַגּוֹף בְּרִיא מְזַרְכֵי ה' הוּא

Recess is an opportunity for you to relax, exercise, and get fresh air. When recess is outdoors all students are required to be outside. If a child is hurt *c"v*, call a teacher immediately. Don't rely on anyone else!

RESPONSIBILITY

אָדָם מוֹעֵד לְעוֹלָם

In a school environment, responsibilities are divided among many people: your teacher, the office staff, janitorial staff, etc. Your teachers

carry most of the responsibility but you have an area of responsibility as well. Here is a list of some of your responsibilities:

1. Bring all necessary items: ספרים, books, papers, notebooks, pencils, etc.
2. Pay attention. Ask questions and to make sure understand what is being learned. Your teacher shouldn't have to keep drawing you in to the learning.
3. Do all assigned work (class work, homework, etc.) and do so in the manner prescribed. Your teacher should not have to pursue you to submit your work, you should hand it in on time. If you miss an assignment, talk to your teacher and get an extension, if possible.
4. You are responsible for YOUR behavior; it is never acceptable for a student to say, "Someone else told to do that..." "I didn't know the rules ..." or "he also did it..."
5. Participate in student activities such as: plays, trips, *chesed*, Bnos Chabad activities, and other special events which are responsibilities shared between teachers and students. Student activities function as a partnership between faculty and students.
6. If you miss or fail a test, you will be held responsible to make it up either during recess or by staying in cheder after school is over to take the test.

SNACKS

היות הגוף כְּרִי וְשֵׁלֶם מִדְּרָכֵי ה'

Students are encouraged to bring healthy snacks and bottled water each day. All snacks must be *bishul yisroel*, *cholov yisroel* and *pas yisroel*. Popcorn, pretzels, rice cakes, crackers, fruit and raw vegetables are appropriate.

No nuts or nut snacks may be brought to cheder.

Due to food allergies and different levels of *kashrus* observance students may not share or trade food.

TALKING

היא דבורה בנחת עם הבריות

The Torah tells us that a person should always speak in a pleasant manner. Our words are a reflection of our thoughts. You should use a respectful, natural tone of voice referred to “an indoor voice”. Just because you are screaming doesn’t mean you are being listened to.

It is appropriate for a student to speak only when no one else is speaking. Students are expected to address teachers and adults respectfully. Foul language will not be tolerated at any time. Serious consequences will be applied for the use of inappropriate language, including suspension.

TEACHERS

עשה לה רב - מורא רבך כמורא שמים

Your Moros and teachers care deeply about your success. They teach you valuable life-lessons and connect you to Hashem and your *Yiddishkeit*.

1. A teacher may be friendly but is not your friend
2. A teacher can be a trusted confidante, but doesn't share in your gossip.
3. A teacher can help, guide, prod, probe or chastise, depending upon what the situation requires, but always has your best interest in mind.

It is wise to seek the advice of your teacher as a *mashpia*, and carefully follow their that advice.

Most successful adults are fortunate to have had a teacher or two who inspired them and helped them believe in themselves. Our school has outstanding *Moros* and teachers who are eager to help students shape their lives successfully.

IN SUMMARY

We look forward to an exciting and productive school year. With your cooperation and participation in following the guidelines set forth in

this Handbook, you will grow in learning, *yiras shomayim, mentshlichkeit and chassidishkeit.*